

Teacher(s)

School: Indiana Math and Science Academy
Supervisor: Dean of Academics and Director

Primary Role and Purpose:

Provide students with appropriate educational activities and experiences that will enable them to fulfill their potential for intellectual, emotional, physical and social growth. Help students develop the skills necessary to be a productive member of society.

Qualifications:

Education:

Bachelor's Degree in Education, with appropriate teacher certification.

Skills:

- Understanding of subjects assigned.
- Working knowledge of curriculum and instruction.
- Capable of instructing students and managing their behavior.
- Exceptional organizational, communication and interpersonal skills.

Experience:

At least student teaching experience required.

Responsibilities and Duties:

Instructional Strategies

- Design, write and use lesson plans that conform to the schools curriculum. Ensure written plans are available for review.
- Ensure lesson plans show modifications for differences in student learning styles.
- Teach instructional subjects according to guidelines established by Indiana Learning Standards, school policies and administrative regulations.
- Implement appropriate instructional and learning strategies, activities, materials and equipment to ensure comprehension of learning styles and student needs.
- Design instructional activities by using data from student learning style assessments.
- Collaborate with special education teachers on student Individual Education Plans to ensure all modifications are met.
- Collaborate with staff to determine school requirement for the instructional goals, objective and methods.
- Produce and oversee teacher aide and volunteer assignments.
- Employ technology practices to strengthen the instructional process.

Growth and Development

- Help students assess and enhance their study methods and habits.
- Produce formal and informal testing to evaluate student success.
- Coordinate and manage extracurricular duties as assigned. Sponsor outside activities approved by the school Director.
- Serve as an example for students, support mission of school.

Classroom Management and Organization

- Prepare classroom to enhance learning and to aid in physical, social and emotional development of students.
- Control student behavior in agreement with the student handbook.
- Ensure necessary and reasonable measures are taken to protect students, equipment, materials and facilities.
- Provide input on book, equipment and material selection.

Communication

- Establish communication rapport with parents, students, Directors and teachers through conferences.
- Create and maintain a professional relationship with colleagues, students, parents and community members.
- Present information accurately through clear communication skills.

Professional

- Enrich job skills through professional development activities.

Other

- Keep up to date on and abide by state and school regulations and policies for classroom teachers.
- Gather, manage and file all reports, records and other documents required.
- Be active in faculty meeting and assist in staff committees as necessary.

Supervisory Responsibilities:

Oversee assigned teacher aide.

Job Related Conditions:

- Maintain control in stressful situations.
- Extended hours may be required.
- Some lifting may be required.

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Approved by:_____Date:_____

Reviewed by:_____Date:_____



EMPLOYMENT OPPORTUNITIES AT IMSA

Are you ready to make a difference for Indy's youth? Here's an opportunity to be part of a promising program and its decision making process as a teacher, and grow professionally along with the school itself.

The Indiana Math and Science Academy, based on a proven successful school model, was one of the charter schools approved by BSU in 2007. In its second year, 2008-2009 school year, IMSA is going to start off with grades 6, 7, 8 and 9 and add one grade each year thereafter eventually being a 6-12 school. Below are some of the characteristics of Indiana Math and Science Academy;

- **College preparatory curriculum focusing on mathematics, science, and technology.** In middle school, students take 8 hours of mathematics and 8 hours of English. Students take more science courses at high school level.
- **Small class size (25 students) in a small school** (maximum 225 in middle school and 300 in high school)
- **Longer school hours (8:00 a.m. to 4:00 p.m.) and extended school year (190 days).**
- **High parental involvement** through increased communication between parents and school staff, activities for parents, **home visits**, and parents having access to their children's records via the Internet. 75 % or more parent attendance in parent-teacher conferences.
- **Educational and recreational trips** to local, national, and international destinations during school year, holidays, and summer.
- **Increased student engagement** through extra-curricular activities such as clubs and sports teams at the end of school days.
- **Tutoring and advanced study teams.**
- **Annual science and liberal arts fair** that each student participates.
- **More individualized attention** through a student advisory system.
- **Instructional teams and leadership team** that involves teachers in decision making process.
- **Loop teaching** that allows teachers to teach the same students for at least two years.
- **Diverse student body.**
- **Increased Professional Development Opportunities**
- **Supportive administration**

Apply now to join this highly diverse student and teacher community to be a part of a dynamic school culture of high expectations and motivation in a small and safe learning environment.

Teachers sign an annual performance-based agreement.

E-mail your resume to john@imsaindy.org Attention to G. John Aytekin, principal of IMSA. After the review of resumes, selected candidates will be contacted to proceed with the interview process.

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